



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERGD

JUN 19 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction, 21st Theater Support Command Food Service Specialist/Sergeant Board and the Commanding General's Superior Dining Facility Award Program

1. REFERENCE: USAREUR Supplement 1 to AR 30-22, The Army Food Service Program, 30 Aug 02.

2. PURPOSE: To establish guidance and procedures for food service personnel competing in the Food Service Specialist/Food Service Sergeant Board; also guidance and procedures for The Commanding General's Superior Dining Facility Award Program.

3. FOOD SERVICE SPECIALIST/NCO OF THE QUARTER/YEAR AWARD PROGRAM:

a. The 21st Theater Support Command (TSC) Food Service Advisor/Supervisor will announce, in writing, at least 30-days prior to the boards' commencement date; the date, time, and the location of the board.

b. Unit commanders, first sergeants, and food service sergeants will ensure all nominees meet qualifications, are knowledgeable in the 92G MOS, and general military subjects; provide necessary transportation for nominees and their supervisors to and from the selection boards.

4. PROCEDURES:

a. The category of competitors for the quarterly boards will be PVT through SPC, with the winner of each board (four soldiers total) competing for the Food Service Specialist of the Year. The 21st TSC will also conduct a Food Service Sergeant of the Year Board for the category of SGT/SSG. There will not be a Food Service Sergeant of the Quarter category for SGTs/SSGs. The winner of each category, Food Service Specialist and Food Service Sergeant of the Year will represent the 21st TSC in the USAREUR level competition.

b. The 21st TSC conducts quarterly boards during the second month of each quarter and annual boards for yearly competition during the last month of the fiscal year.

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c. Forward nomination packets for participants to Commander, 21st TSC, ATTN: AERGD-FS, Unit 23203, APO AE 09263. Nomination packets must have the following information:

- (1) Name, grade, and social security number.
- (2) Job title.
- (3) Date passed last Army Physical Fitness Test (APFT).
- (4) Service schools attended.
- (5) Length of time spent in current assignment.
- (6) DEROS and ETS date.
- (7) A copy of individual's DA Form 2-A and 2-1.
- (8) A statement of favorable actions.

d. The first line supervisor must accompany their nominees into the board proceedings and be prepared to answer questions on their job performance.

e. The board evaluates each nominee based on the following criteria: Military bearing, personal appearance, knowledge of general military subjects, current events, dining facility operations, field operations, sanitation, and administration. Nominees are encouraged to use the 21st TSC Food Service Specialist/Sergeant on the Quarter/Year Study Guide, along with the applicable food service regulations to prepare for the board.

f. The 21st TSC, G4 provides the president of the board. Food operations sergeants (SFC and above), sit as members of the board.

g. The nominee with the highest overall score becomes the winner for each category. The board president announces the winners at the conclusion of the board.

h. The 21st TSC G4 will submit board results to the 21st TSC, Chief of Staff, for approval and official notification to the winner's organization.

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5. RESTRICTIONS/SPECIAL CONDITIONS:

a. Soldiers selected as the 21st TSC Food Service Specialist/NCO of the Quarter and/or Year may not compete again for a period of 1 year unless:

(1) A promotion makes them eligible for the SGT/SSG category, or:

(2) They are competing for the Food Service Specialist of the Year (PVT-SPC) category, as one of the four Food Service Specialist of the Quarter winners.

b. If the winner of the 21st TSC Food Service Specialist and/or Food Service Sergeant of the Year competition is unable to compete at the USAREUR level, the runner-up will replace the soldier.

6. AWARDS AND PRESENTATIONS:

a. The winner of the Food Service Specialist of the Quarter Board receives a plaque inscribed with the soldier's name/unit, and the 21st TSC Food Service Advisor submits a recommendation for an Army Achievement Medal to the G1. In addition, the CSM, 21st TSC presents an "Award for Excellence" and a coin to the soldier.

b. The winner of the Food Service Specialist and Food Service NCO of the Year Boards receives a trophy inscribed with the soldier's name/unit, and the 21st TSC Food Service Advisor submits a recommendation for an Army Commendation Medal to G1. In addition, the CSM, 21st TSC presents an "Award for Excellence" and a coin to the soldier.

c. The runners-up of the Food Service Specialist and NCO of the Year Boards will receive a plaque inscribed with the soldier's name/unit, and the 21st TSC Food Service Advisor submits a recommendation for an Army Achievement Medal.

d. Additionally, the Servicing Commercial Sponsorship Office provides other prizes and gifts. These are presented to the winners of the Food Service Specialist and NCO of the Year Competition by the 21st TSC Food Service Advisor.

e. Commander, 21st TSC (or a designated representative), presents these awards at an awards ceremony honoring the winners.

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f. The 21st TSC Food Service Supervisor coordinates media coverage with the 21st TSC Public Affairs Office and the unit's information officer; and arranges for an 8 x 10 color photo of the Food Service Specialist and NCO of the Year.

7. THE COMMANDING GENERAL'S SUPERIOR DINING FACILITY AWARD PROGRAM:

a. GENERAL: This award program will consist of a quarterly and an annual phase, which will be accomplished through the following:

b. QUARTERLY AWARD:

(1) The 21st TSC food service staff will conduct quarterly evaluations at each dining facility.

(2) Dining facilities achieving the highest rating will receive a trophy to display in the facility on a permanent basis. Units outside of the five percent tolerance for accountability and cash deficiencies will be disqualified as a winner.

(3) The Commanding General, 21st TSC, or his designated representative will present the Quarterly Superior Dining Facility Award.

c. ANNUAL AWARD:

(1) A trophy will be presented annually for the Superior Dining Facility within the 21st TSC.

(2) The 21st TSC winners will represent the command at the USAREUR level Philip A. Connelly Award for excellence in food service.

(3) The annual Superior Dining Facility will be selected based on the highest average score on the quarterly evaluations for the fiscal year. Units receiving an unsatisfactory rating for accountability or cash in one of the fiscal year will still be rated for four quarters.

(4) The Commander, 21st TSC, or a designated representative will present the Superior Dining Facility Award.

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8. PROCEDURES:

a. Two or more food service technicians/supervisors from the HQ 21st TSC, 37th TRANSCOM, and 29th SG will conduct an evaluation of each dining facility each quarter.

b. Evaluations will be conducted on an unannounced basis to obtain more accurate and realistic information of daily conditions in the dining facility.

c. The areas considered for evaluation are:

- (1) Food Preparation/Serving.
- (2) Administration.
- (3) Food Service Officer Responsibilities.
- (4) Personnel and Training.
- (5) Equipment Use/Maintenance.
- (6) Subsistence Receipt, Storage, and Accountability.
- (7) Sanitation.

9. RESPONSIBILITIES:

a. Food Service Staff, 21st TSC G4, will:

- (1) Conduct quarterly evaluations.
- (2) Determine the best facilities and notify the Commander, 21st TSC.
- (3) Request the date for awards presentation from the appropriate command.
- (4) Coordinate and ensure adequate publicity through the public affairs office and the unit commander.
- (5) Coordinate the awards presentation ceremony with the unit.

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(6) Accomplish other administrative requirements.

b. Commanders operating a dining facility will:

(1) Ensure the dining facility is maintained in a ready condition at all times.

(2) Coordinate awards presentation ceremony with the food service staff, HQ 21st TSC.

(3) Assist and coordinate adequate publicity with the local public affairs officer.

10. AWARDS AND PRESENTATIONS:

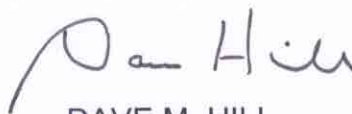
a. Awards will be presented at a time determined by HQ 21st TSC and the respective command.

b. Complementary awards (i.e. passes or letters for achievement, etc.) are encouraged.

11. The HQ 21st TSC Food Service point of contact is CW2 Bottomley, 484-7272.

12. FIRST IN SUPPORT!

FOR THE COMMANDER:



DAVE M. HILL
Colonel, GS
Assistant Chief of Staff, G4

DISTRIBUTION:

A (21st TSC Cir 25-30)